

Job Description
Whidbey Island Conservation District

Position Available: District Manager Closing Date: March 30, 2007

The Whidbey Island Conservation District is looking for a highly motivated individual to serve as the District Manager of the Whidbey Island Conservation District. The successful applicant will be responsible for the supervision of all district employees, projects and programs. The successful applicant will become a member of a team of natural resource conservation professionals working together and with the Whidbey Island community to enhance, protect and restore our Islands natural resources as directed by the District Board of Supervisors. Funding for this position is subject to state and local government grants and contracts.

SCOPE OF RESPONSIBILITY:

Understand the specific function and mission of the District. Administer the District's policy & procedures, long range & annual plans, project goals & objectives as well as memoranda of understanding with the partnering agencies. Have the ability to provide leadership for a positive internal working relationship with District employees. Provide direction and leadership to employees through frequent communication and regular meetings. Organize, plan, prioritize and manage multiple tasks with minimal supervision. Stay aware and informed on local, state, and federal and private landowner issues, grants and programs in the field of natural resource conservation.

SPECIFIC DUTIES:(including but not limited to)

- **Grant Fund Management**
 - (1) Write grant proposals and oversee their implementation.
 - (2) Prepare all reports involved with the grants and oversee vouchering to be sure it is made in a timely manner in accordance with the Board Policy and State requirements.
 - (3) Annual review of funding needs and developments of grant requests to meet the needs.

- **Planning and Implementation**
 - (1) Assist the Board in preparing and administering the annual and long range plans.
 - (2) Coordinate with landowners and partner agencies involved in projects.
 - (3) Provide outreach and education to landowners to identify natural resource conservation needs.
 - (4) Work with the Natural Resource Conservation Service personnel in promoting the application of conservation practices, which develop and protect all natural resources within the District.
 - (5) Develop and implement an informative publicity program to promote the District resource conservation programs.
 - (6) Provide final or periodic project review for lessons learned and recommendations for future projects.

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- (7) Conduct field investigations, surveys, and assemble data needed in the development of conservation practices for structural and non-structural solutions to problems with water quality, erosion, drainage, and irrigation

- **District Accounting:**

- (1) Oversee and maintain the District's accounting system, under the supervision of the Board's treasurer and all applicable laws.
- (2) Supervise District bookkeeping, reconciliation of accounts and prepare monthly financial statements for Board approval.
- (3) Maintenance of employee records; payroll and quarterly tax reports.
- (4) Oversee preparation of checks and vouchers for authorization of payment.
- (5) Maintain receipt and check book balances and make timely deposits.
- (6) Prepare annual budget for Board Approval.
- (7) Prepare and file all financial reports as required in a timely manner.

- **Supervision of District Employees:**

- (1) Maintain a harmonious work place
- (2) Responsible for the supervision and assignments of all District employees, contractual personnel and volunteer staff.
- (3) Schedule regular staff meetings. Advise staff on policies, procedures, annual and long range plans, project goals and objectives.
- (4) Provide career growth and training opportunities for staff.
- (5) Schedule periodic employee reviews.

- **Office Duties:**

- (1) Answer phones and meet general public in a courteous manner. Answer questions and direct inquiries to the appropriate person or agency.
- (2) Maintain a standardized computer and filing system. Keep accurate and up-to-date records.
- (3) Receive incoming mail and or correspondence, take action as needed or route to the appropriate party. Board to be advised at monthly meetings of correspondence. Mail outgoing items in a timely manner.
- (4) Prepare Districts Calendar, Notify Board of meetings, set agenda with Board Chairman, and coordinate meeting details.
- (5) Perform other duties as assigned by the Board.
- (6) Assist other districts, groups, and agencies to promote conservation.
- (7) Attend regular WCID meetings, and other local, area and state meetings as needed. Attend training sessions and workshops related to skills development. These sessions may be located locally, or throughout the state.

- **Qualifications:**

- (1) Graduate level or bachelor's degree in any of the following fields: natural resource science, public administration, agriculture, or any closely related field.
- (2) Ability to work with diverse groups involved with agriculture and the environment. This may include educational speaking in front of public groups, organizations, or clubs.

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- (3) Ability to operate motor vehicle. A valid WA state driver's license is required.
- (4) Strong interpersonal, communication (oral and written) and personnel management skills.
- (5) Knowledge of federal, state, and local programs involved in natural resource management. Knowledge of water quality issues and programs.
- (6) Grant writing and managing grants experience preferred.
- (7) Computer literacy a must. Be familiar with all Windows based products.
- (8) At least 5 years experience in natural resources and 3 years of supervisory and program management experience is required.
- (9) Must be able to pass Washington State Patrol background check

COMPENSATION

Salary: \$48,000 - \$55,000

The location of the District office is Coupeville, WA.

APPLICATION PROCEDURE

Applications must be postdated no later than March 30, 2007. Mail Cover Letter and Resume to:

**Chairman
Whidbey Island Conservation District
P.O. Box 490
Coupeville, WA. 98239**

Or E-mail: whidbeycd@coupeville.net

Or FAX: (360) 678-2271